

DRAFT
CHEVINGTON PARISH COUNCIL

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MINUTES of the Parish Council meeting be held on Thursday June 29th 2017 in the Village Hall.

Present: Cllr A McCormack (Chairman), Cllr D Doyle, Cllr C Thurston, Cllr D Sweny, 2 village residents and 3 representatives from Little Tea Pots Pre-School, Chedburgh.

Apologies: Cllr Petit, SCC Karen Soons

NB No BCC due to a vacancy in the seat.

1. Chairman gave his welcome and introduction and all apologies for absence.
2. Cllr A McCormack declared an interest in Agenda Item 13 Chevington Parish Cemetery
3.
 1. The Minutes of the last Parish Council Meeting held on May 17th 2017 were declared a true and accurate record and signed by the Chairman, Cllr A McCormack
 2. The Minutes from the Annual Parish Council Meeting held in May 2016 were declared a true and accurate record and signed by the Chairman, Cllr A McCormack(having not been dated correctly at the last meeting) and the Minutes from the Annual Parish Meeting held in May 2016 were also declared a true and accurate record and signed by the Chairman, Cllr A McCormack (having not been dated correctly at the last meeting).
4. Matters arising from the previous meeting
 1. 2 village residents enquired as to why there was not a V.A.S. sign placed in Ole Post Office Road as the cars drive too fast along this road into and out of the village and that there had been several cars ending up in hedges due to speed. Cllr McCormack told the meeting that the VAS machine was currently out of service and was awaiting repair. 1 village resident wanted to know how old the machine was and how long it had been in use and if the other villages had the use of the machine for longer than Chevington village. She wanted to know why Chedburgh Road had two poles for the use of the VAS machine and why no consultation had taken place before the siting of these poles. A brief discussion followed about to the reasoning behind the siting of the poles. Cllr McCormack will investigate into the health status of the machine and the Clerk will contact SCC Soons and ask about the possibility of siting a new pole in Old Post Office Road.

ACTION: Cllr McCormack and Clerk
 2. Little Tea Pots Pre-School, Chedburgh made a presentation requesting funding for essentials. They spoke of the Government Initiative for giving parents free nursery places and that this initiative will leave them down on revenue with the cost of everything increasing this was going to be a problem. At present 9 of their pupils lived in Chevington but this number changed from year to year. It is seen as an important hub for the villages' young mothers and families. Cllr Doyle thanked them for all their hard work and resolve and Cllr Doyle then proposed that the Parish Council donate £500 towards their funds under Section 137 of the Local Government Act 1972 and Cllr Thurston seconded what was a

unanimous vote. (See appendix 1 for further information relating to presentation)

ACTION: Clerk

5. **Chairman's report**

1. Council read through the draft copy of the advert to fill the Councillor's vacancy. All agreed it gave the right tone and information and it was decided to put various copies up throughout the village and to add it to the website and put in the Benefice magazine.

ACTION: Clerk

2. The new Clerk's contract of employment was signed. The probationary period was agreed at three months (and three meetings).

3. The water supply at the Burial Ground was discussed. The Chairman said that he would discuss with the Church about sharing the cost and the exact siting of the tap.

ACTION: Cllr McCormack

4. The issue of a tree growing too large for its space in the burial ground was also discussed. Cllr McCormack will investigate as to the tree's preservation status and if not on the list will arrange for the contractor to remove the tree before it grows too big. All Council agreed. A discussion followed about the boundary hedge with the church and to its growth and that it could benefit from being coppiced. Cllr McCormack will discuss this with the church too and a further discussion will take place next meeting.

ACTION: Cllr McCormack

5. An informal discussion took place about the broken VAS sign. No Councillor had looked into the fact that it was broken but the Chairman has already said that he would look into it. NB All monies for the purchase of this VAS sign came from Suffolk County Council and the posts were erected by the Highways Department. The Parish Council did pay for the brackets attached to the poles.

ACTION: Cllr McCormack

6. **Borough Councillor's report – No report as seat vacant due to Cllr Rushen's untimely death in May 2017.**

7. **County Councillor's report – No report received**

8. **Parish Councillors reports:**

1. Cllr Doyle discussed the strip of grass running alongside Chedburgh Road on the sharp bend beyond Broad Green Close and wanted it to be noted that the Parish Council had thanked the occupier of the large bungalow running alongside this grass verge for his time and effort at cutting the grass to keep it neat and tidy. The Council had thanked the Occupier several times over the last seven years. Cllr Doyle also wants this to be an agenda item for the next meeting.

ACTION - Clerk

9. **Report from Chedburgh, Chevington Depden & Rede Community Council – (Cllr McCormack)**

Cllr McCormack and Cllr Sweny gave a short report about the 40's Themed Anniversary of Chedburgh Airfield Fete held at the Community Hall in Chedburgh on June 24th 2017. A full report of monies made will be available next meeting.

10. Clerks report:
1. The Clerk gave a short report from the Cemetery Management course she had attended in May 2017.
 2. It was decided that the management of the burial ground discussion should take place next meeting.
 3. The Clerk said that she did not need a new computer to carry out her duties as Clerk to the Parish Council but would accept a small annual fee for using her own computer. Exact amount to be discussed later in the year. The Clerk also declined the setting up of a pension scheme for her as part of her remuneration.
 4. The Council agreed that the Clerk's salary would remain the same as the previous Clerk's salary and that they would pay all NI and PAYE contributions.
 5. The Council read the leaflet from SALC regarding their payroll service which would be easier and more cost effective to enrol into so that the Clerk could concentrate her time on all other duties. The Clerk will contact SALC and get this started. The Clerk will pay back the salary she received last meeting so that the new Payroll process will start at the beginning of her employment.
 6. All above were proposed by Cllr Sweny and seconded by Cllr Thurston.

ACTION: Clerk

11. Planning referrals
The Chairman had received a planning appeal to fell a preserved tree at Ruffins' Farm. No objections came from any Council member so the Chairman would relay this information to the Planning Department at St Edmundsbury Council.

ACTION: Cllr McCormack

12. Governance Committee Dates
Date of next meeting to be 12th July 2017 at Old Apple Farm, Barrow. 10.30am.

13. Chevington Parish Cemetery – review of charges
To be discussed at next meeting. In the meantime, the Clerk will send out all literature regarding costings to each member of the Council in good time for the next meeting.

ACTION: Clerk

14. 1. Parish Council Finances Confirmation of Lloyds TSB Bank Account balance - no figure was given as the Parish Clerk is in the process of changing the details at the bank. The relevant forms were signed by Cllr McCormack and Cllr Thurston and can now be returned to the bank.

ACTION: Clerk

The following invoices were approved for payment: -

2. Payment of Invoice from MacGregor Services Re grass cutting of cemetery for the amount of:- £150 plus £30 VAT total £180 (Cheque No836)
3. Expenses for Clerk a total of £72.22 (Section 111, LG Act 1972, cheque No837)
4. Donation to Little Tea Pots Pre-School, Chedburgh for £500 (under Section 137 LG Act 1972, cheque No838)

ACTION: Clerk

15. Correspondence File:

- (1) Precept Data 2017-18
- (2) Big Lottery Fund – Awards for All Fact Sheet and brochure
- (3) Hidden Needs in Suffolk Report
- (4) The Good Councillor's Guide to Finance and Transparencies
- (5) Arthur Ransome's Walking Trail

16. *Any other business/ urgent matters*

1. *The Clerk told the Council that there were several problems relating to paper work following the two burials that took place in the Ground during May 2017. The Council gave her the contact details for the Local Church Leader Mrs Liz Chenery to help her in her search*
2. *Mr Tabram has verbally requested to reserve the space next to Mrs Tabram in the Burial Ground and Cllr McCormack verbally requested that he reserve the space next to Mrs McCormack in the Burial ground. Clerk to draw up the deeds.*
ACTION: Clerk
3. *Clerk to contact all Funeral Directors requesting how much they charge customers when asked about using the Burial Ground in Chevington. There seems to be a disparity with the amount they charge customers and the amount the Council have agreed on. Possibly due to out of date information.*
ACTION: Clerk

17. Date of next meeting –
Wednesday 2nd August 2017 at 7pm.

This meeting closed at 9.05pm